Thank you for your interest in requesting use of the facilities at the Hampton Roads AREC.

**Facilities**

Classroom 125:
- Side A – conference style setup, accommodates 20-30, computer & projector, slide remote, Polycom video conferencing system
- Side B – classroom style setup, accommodates 22-30, computer (can connect personal computer) & projector, slide remote, podium
- A & B combined – with tables accommodates 46, without tables 90

Classroom 200: Conference style setup, accommodates 20, computer & projector

Classroom 204: Classroom setup, accommodates 20

AREC grounds: Handled on a case by case basis

**Reservation Procedures**

Classrooms
- Complete the attached reservation request form.
- E-mail the request form to Ava Butler, aborden@vt.edu or complete and turn in a hard copy.
- If approved, reservations will be confirmed via e-mail from Ava.
- Special arrangements for use of classrooms outside of regular office hours (8-5 M-F) will be coordinated through Ava on a case by case basis.
- Minors cannot be left unattended. They must be under adult supervision at all times.
- Rooms should be returned to the original setup at the end of the event.
- Event must have a connection to the HRAREC or the horticulture industry.

Grounds (including tours)
- Contact Dr. Laurie Fox, ljfox@vt.edu, 757-363-3807
- Use of AREC grounds is coordinated on a case by case basis
Facilities Request Form – Hampton Roads Agricultural Research and Extension Center

Organization: ________________________________________________

Contact: ____________________      ____________________    _______________________
         Name                                      Phone number                       Email address

Event: __________________________________________________

Connection of the event to the HRAREC or the Horticulture Industry:

______________________________________________________________________________

Room request: ______________________________

Will outside areas be used? ______  If so, list area:  __________________________________

Date of event:  ____________________________            Time of event: ___________________

Will a building key be needed? _____   Who will be responsible for the key? _______________

Special requests: _______________________________________________________________

HRAREC faculty or staff sponsor (optional but suggested): _____________________________

Will a donation be made to support the activities and maintenance of the HRAREC? __________
(Make checks for any donations payable to the Virginia Tech Foundation)